

**MPR 6700.1
REVISION C**

**EFFECTIVE DATE: October 28, 2004
EXPIRATION DATE: October 28, 2009**

MARSHALL PROCEDURAL REQUIREMENTS

AD01

MSFC VEHICLE AND MOTOR POOL OPERATIONS

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		3/20/00	This document replaces MMI 6730.1, MMI 6740.1, and MMI 6750.1.
Revision	A	11/19/01	This revision changes the title from "Motor Vehicle Fleet Operation" to "General Purpose– Special Purpose Equipment Operations;" adds requirements for Special Purpose Equipment; and an Appendix D, Summary and Guidelines.
Revision	B	2/14/03	This revision renames the directive and replaces the remainder of the document with new information. MPG 6000.1A was split into two documents: 1) This new revision, and 2) MWI 6700.1, MSFC Motor Pool Operations.
Revision	C	10/28/2004	This revision renames the directive and replaces the remainder of the document with new information. This revision combines two documents: 1) This new revision, and 2) MWI 6700.1, MSFC Motor Pool Operations, which is hereby cancelled. Also, This document has been revised to bring document in compliance with the HQ Rules Review Action (CAITS: 04-DA01-0387)"

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PREFACE

P.1 PURPOSE

The purpose of this Marshall Procedural Requirements (MPR) is to establish the overall policy for Vehicle and Motor Pool Operations at MSFC.

P.2 APPLICABILITY

This MPR shall be applicable to all MSFC organizations, all authorized MSFC support contractors, and Government Agencies utilizing the MSFC motor vehicle fleet and special purpose equipment services.

P.3 AUTHORITY

- a. MPR 1600.1, "MSFC Security Procedural Requirements"
- b. NPD 6000.1, "Transportation Management"

P.4 APPLICABLE DOCUMENTS

- a. 29 CFR, 1910.178
- b. MWI 3410.1, "Personnel Certification Program"
- c. MPR 8715.1, "Marshall Safety, Health and Environmental (SHE) Program"
- d. NASA-STD-8719.9, "Standard For Lifting Devices and Equipment"
- e. NPR 1441.1, "NASA Records Retention Schedule"
- f. NPR 6000.1, "Requirements for Packaging, Handling, and Transportation Equipment and Associated Components"
- g. MPR 1600.1, "MSFC Security Procedural Requirements"
- h. NASA FAR Supplement 1852.228-75, "Minimum Insurance Coverage"

P.5 REFERENCES

None

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P.6 CANCELLATION

MPG 6700.1B dated February 14, 2003, and MWI 6700.1, “MSFC Motor Pool Operations”

Original signed by
Robin N. Henderson for

David A. King
Director

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DOCUMENT CONTENT

1. DEFINITIONS

1.1 Operator (employee). Civil servant and authorized MSFC support contractors who drive/operate a General Purpose Vehicle or item of Special Purpose Equipment. Contractor requirements are described in FAR Supplement Clause 1852.228-75.

1.2 Slow Moving Vehicle. Any vehicle that is either not designed for roadway use, has a maximum speed of 25 miles per hour or less or has a maximum speed capability of 10 miles per hour or less than the posted limit. Example: Includes All Terrain Vehicles, forklifts, construction equipment, mowers, mobile cranes, tractors, small utility vehicles, scooters, electric GEM cars, etc.

1.3 Service Request System (SRS). Go to URL <http://co.msfc.nasa.gov/>, click on transportation travel, personnel travel, and fill out the appropriate request.

1.4 General Purpose Vehicle (transportation). An MSFC vehicle used primarily for carrying passengers and hauling cargo. Examples include: pickups, sedans, tractor-trucks, and vans (both cargo and passenger type).

1.5 Vehicle Coordinator. The individual designated by the manager or director of an MSFC organization to serve as the organization's representative on all matters pertaining to vehicle operations.

1.6 Government Services Administration (GSA). MSFC's source for fleet resources.

1.7 Motor Vehicle Fleet Operations Officer (MVFO) Center Level Coordinator. The individual assigned to monitor and coordinate the MSFC vehicle and special purpose equipment operations.

1.8 Special Purpose Equipment (SPE). MSFC Equipment used for heavy-duty and special operations. Examples include: mobile cranes, forklifts, tractors, and aerial lifts. This does not apply to contractor-owned equipment.

1.9 Special Purpose Equipment (SPE) Coordinator. The individual designated by the manager or director of an MSFC organization to serve as the organization's representative on all matters pertaining to special purpose equipment.

1.10 Bus/Van Services. MSFC services that provide onsite and offsite passenger transportation. Offsite bus/van services are limited to a 50-mile radius of MSFC.

1.11 Taxi Service. MSFC service for onsite passenger transportation. Normal operating hours are 7 a.m. - 5:00 p.m., Monday through Friday, except holidays.

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1.12 Temporary Duty (TDY) Vehicle Service. MSFC service that provides MSFC vehicles to employees for TDY use. The TDY vehicle use is generally limited to a 14-day temporary dispatch and a 450-mile radius of MSFC, unless approved by the Manager, Logistics Services Department.

2. RESPONSIBILITIES

2.1 The operator (employee) shall be responsible for:

2.1.1 Ensuring that the vehicle and/or SPE are used for official Government business only.

2.1.2 Operating vehicles and SPE in accordance with pertinent onsite safety considerations as well as local, State, and Federal laws and regulations.

2.1.3 Possessing a valid drivers' license for usage of vehicle and/or certification (i.e., forklift, mobile crane, aerial lift) for SPE in accordance with MWI 3410.1.

2.1.4 Performing daily SPE inspections in accordance with 29 CFR 1910.178(g)(7) and NASA-STD-8719.9. For forklifts, use MSFC Form 4258-1, 4258-2 or equivalent. For aerial lifts, use MSFC Form 4329. For mobile cranes, use MSFC Form 4328.

2.1.5 Inspecting vehicles/SPE before and after use for damage and/or other defects and reporting malfunctions to the Motor Pool at 544-4460, 544-4565, or 544-4564.

2.1.6 Keeping the interior of the vehicles clean, monitoring the general fluid levels of the vehicle, and notifying the Motor Pool if additional fluids or other servicing is needed.

2.1.7 Ensuring that vehicle/SPE keys are removed while unattended and locked after normal duty hours.

2.2 Directors/Managers of MSFC Directorates, Projects, and Staff Offices shall be responsible for:

2.2.1 Appointing a Vehicle Coordinator and an SPE Coordinator and alternates to act on their behalf in matters pertaining to vehicles and SPE as requested by the MVFO.

2.2.2 Ensuring that only the minimum number of vehicles and SPE is permanently assigned to their organization for mission support.

2.3 Vehicle Coordinators and Special Purpose Equipment Coordinators shall be responsible for:

2.3.1 Serving as liaison between their organization and the MVFO.

2.3.2 Coordinating the organization's submittal of MSFC Form 378, Vehicle/Equipment

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Inventory – Justification.

2.3.3 Maintaining the list of approved support contractors for the use of pool vehicles.

2.3.4 Maintaining vehicle usage data (MSFC Form 494, “Daily Vehicle Dispatch Log”) and forwarding it to the MVFO quarterly (due 15th day of January, April, July, and October).

2.3.5 Ensuring assigned vehicles are delivered for maintenance and repair activities and picked up upon completion.

2.3.6 Ensuring vehicles and SPE being purchased, turned in, or transferred are processed through the MVFO.

2.4 The Associate Director shall be responsible for reviewing the team recommendations and implementing the assignments, recall, or retention of MSFC vehicles/SPE. (See paragraph 2.6)

2.5 The MVFO shall be responsible for:

2.5.1 Administering the requirements of this MPR and assuring compliance with NPR 6000.1 and other regulatory requirements.

2.5.2 Collecting and providing the vehicle usage data for the Annual General Purpose Vehicle Review Team.

2.5.3 Maintaining oversight into the vehicle/SPE assignments.

2.5.4 Interfacing with GSA for the lease, purchase, and/or turn-in of vehicles.

2.5.5 Interfacing with GSA and the user for vehicle maintenance and repair.

2.5.6 Managing the loaner vehicle/SPE availability (30-day time period).

2.5.7 Managing the TDY and the bus/van service vehicle fleet per Appendix Z

2.5.8 Monitoring the mobile fueling service.

2.6 Annual General Purpose Vehicle Review Team shall be responsible for:

2.6.1 Evaluating all new vehicle permanent assignment requests.

2.6.2 Analyzing the Center utilization and distribution of available vehicular assets.

2.6.3 Recommending action to the Associate Director on reassignment or turn-in of vehicles.

2.6.4 Reviewing all MSFC contract Government-leased vehicles for proper utilization.

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3. PROCEDURES

The Service Request System (SRS) should be used to formally request the MSFC Services for Vehicle or Motor Pool Operations as set forth in the following procedures: (Go to URL <http://co.msfc.nasa.gov/>, click on MSFC Services, then click Transportation/ Travel, then click Personnel Travel or Motor Pool Operations, as desired, and fill out the appropriate request.)

3.1 Taxi Service.

3.1.1 Requesters shall call 544-TAXI (544-8294) during normal operating hours, 7 a.m. to 5 p.m. for pickup.

3.1.2 Requesters shall designate the name of the requestor, number of people needing pickup, pickup location, and destination.

3.2 Bus/Van Services.

3.2.1 Organization should contact the SRS work order system for arrangements. The requirements shall be met on a first come/first served basis.

3.2.2 Group transport shall be provided at no charge for requirements within 50 mile radius of MSFC with more than a two day notice. Any requirements with less than a two day notice and/or changes (i.e., overtime or extra vehicles/drivers) to the original requirement shall be funded by the requesting organization.

3.3 Permanent Vehicle/SPE Assignment.

3.3.1 Vehicle or SPE Coordinator shall submit MSFC Form 378, "Vehicle/Equipment Inventory Justification," to the MVFO for the request.

3.3.2 MVFO shall assess the current fleet/SPE inventory and fill or make GSA order as appropriate.

3.3.3 Annual General Purpose Vehicle Review Team shall assess the assignment on an annual basis.

3.3.4 All permanent vehicle/SPE assignments shall be funded by the requesting organizations.

3.4 Use of Pool Vehicle (may be a permanent vehicle assignment).

3.4.1 Operator shall complete the entry in the Daily Vehicle Dispatch Logbook (MSFC Form 494).

3.4.2 If destination is offsite, user shall complete MSFC Form 1934, "Authority To Use Pool

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Vehicle,” and get appropriate signature prior to use.

3.4.3 User should always return vehicle and keys promptly to the distribution location.

3.4.4 Organizations should refuel vehicle as needed at the MSFC Fueling Station, Building 4611.

3.5 Loaner Vehicle/SPE Assignment (30-day time period).

3.5.1 Vehicle coordinator shall request a loaner vehicle/SPE from the Motor Pool by calling 544-4565 or 544-4564.

3.5.2 MVFO shall assess the current fleet/SPE inventory and fill as appropriate.

3.5.3 Operator shall complete the entry in the Daily Vehicle Dispatch Logbook (MSFC Form 494), and comply with specifications in section 2.1 of this MPR.

3.5.4 Vehicle or SPE Coordinator shall assure that vehicle/SPE is returned in accordance with the loan terms.

3.6 TDY Vehicles (Reserve through SRS).

3.6.1 For local trips (daily use within 50-mile radius of MSFC and less than 12 hours), requesters shall make reservations and submit a completed MSFC Form 1934, “Authority to Use Pool Vehicle/Equipment.” MVFO can issue these for extended periods of 6 months.

3.6.2 For intermediate trips (daily use between 50-150 miles and less than 12 hours), requesters shall make reservations, and submit a memo to the MVFO signed by the Group Lead. The memo shall contain: passenger list, destination, dates, and trip justification. No travel authorizations are required. In order to track mileage/fuel records and to provide the user with a credit card for offsite fuel purchases, TDY vehicles shall be used instead of pool vehicles.

3.6.3 For TDY trips (over 150 miles and/or over 12 hours), requesters shall make reservations by submitting the required travel authorizations. An approved copy (or MSFC Financial Management Office e-mail approval) shall be presented when picking up vehicle.

3.6.4 When accompanied by contractors, the contractor shall be included in the travel authorizations and/or memo.

3.6.5 Contractors may use TDY vehicles for local trips, intermediate trips, or TDY trips by making reservations and submitting a memo to the MVFO signed by the Contracting Officer and/or the Contracting Officer’s Technical Representative. The memo shall contain: passenger list, destination, dates, and trip justification. No travel authorizations are required. In order to track mileage/fuel records and to provide the user with a credit card for offsite fuel purchases, TDY vehicles shall be used instead of pool vehicles. However, in case of requests exceeding the

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capacity of the TDY vehicle fleet, the civil servant requests shall take priority.

3.6.6 MSFC Civil Servants may take a vehicle home over night if their residence is located on the way to their TDY site. They may take the vehicle home on the return trip if it is in the best interest of the Government. Authorization shall be stated on travel orders for trips over 12 hours or 150 miles.

3.6.7 TDY vehicles for civil service and contractors shall be limited to 14 days unless approved by the Manager, Logistics Services Department.

3.6.8 TDY travelers going to the same destination for the same purpose at the same time shall use one vehicle.

3.6.9 In general, the vehicle assignment for TDY purposes shall be a compact sedan (such as a Dodge Stratus). Other vehicles can be reserved if four or more people are traveling together (minivan such as Ford Aerostar) or if equipment is being transported (cargo van).

3.6.10 When reservations are made, the user shall return to regular duty location by the date specified or call the MVFO, and get approval for an extension.

3.7 Fuel Service.

3.7.1 MSFC Fuel Station located at Building 4611 is a self-service fueling station. It is equipped with an automated card reader. This service is restricted to MSFC vehicles and authorized MSFC support contractor vehicles. This service is only applicable to the individual vehicle assigned to the specific fuel card. Personnel should use caution when fueling vehicles: Be sure to ground yourself by touching the vehicle body before fueling to remove the possibility of static electricity. Do not use cell phones and/or spark generating equipment while fueling vehicle.

3.7.2 To access this service for contractor vehicles, the requestor shall submit a memo to the MVFO with the vehicle identification number, tag, contract, and justification signed by the Contracting Officer or Contracting Officer's Technical Representative. A reimbursement agreement shall be required for any contractor vehicles to have access to this system.

3.7.3 Mobile fuel tanker service is available for onsite fuel service for MSFC SPE or approved contractor SPE. Requests shall be submitted through SRS.

3.8 Accident Reports.

3.8.1 Driver/operator shall request emergency medical care (911) to aid any injured party, as necessary.

3.8.2 Driver/operator shall notify the appropriate authorities if accident occurs off-center. If the accident occurs on Army-controlled property, the driver/operator shall contact a military

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policeman and an MSFC Security Officer (911 or 544-HELP option 1).

3.8.3 The vehicle shall not be moved until an investigation is completed or as directed by the appropriate authority.

3.8.4 If motor vehicle accident, driver/operator shall complete the operator's portion of the Standard Form (SF) 91, "Motor Vehicle Accident Report," and forward to supervisor.

3.8.5 Driver/operator shall notify MVFO at 544-4565 or 544-4564.

3.8.6 Driver/operator shall notify supervisor, and supervisor shall complete supervisor portion of SF91.

3.8.7 MVFO shall review SF91 and submit to AD50/Protective Services Department, and if a privately-owned vehicle is involved, a copy shall be sent to QD01/Safety and Mission Assurance Directorate and LS01/Office of Chief Counsel.

3.8.8 MVFO shall coordinate MSFC vehicle damage repairs.

3.8.9 AD50, Protective Services Department, shall investigate any vehicle accident on Army-controlled property, complete a Report of Incident, and forward it to the MVFO.

3.8.10 QD01 and LS01 shall review SF91 and provide legal advice and/or direction if appropriate.

4. RECORDS

Records associated with this directive shall be held by the MVFO in accordance with NPR 1441.1, Schedule 6/6700. Prior to submission to the MVFO, the Vehicle Pool Coordinators or SPE coordinators or MSFC Support Contractor shall temporarily maintain the records as required.

4.1 MSFC Form 1934, "Authority To Use Pool Vehicle/Equipment." Retained by MVFO for 3 years, then destroyed (NPR 1441.1, schedule 6/11/F).

4.2 MSFC Form 494, "Daily Vehicle Dispatch Logbook." Retained by MVFO for 3 years then destroyed (NPR 1441.1, schedule 6/11/H).

4.3 Travel Authorization, electronic approval from FMO. Retained by MVFO for 3 years then destroyed (NPR 1441.1, schedule 9/19/C).

4.4 MSFC Form 378, "Vehicle/Equipment Inventory Justification." Retained by MVFO for 1 year then destroyed (NPR 1441.1, schedule 6/11/N).

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4.5 SF91, "Motor Vehicle Accident Report." Retained by MVFO. Destroyed 6 years after case is closed (NPR 1441.1, schedule 6/11/D(2)).

5. FLOW DIAGRAM

None

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APPENDIX A

MINIMUM SAFETY RULES FOR OPERATING SLOW-MOVING VEHICLES

The following paragraphs address the Minimum Safety Rules for Operating Slow-Moving Vehicles, Mini-Scooters, and Bicycles at MSFC. For other restrictions for operations on MSFC roadways see MPR 1600.1, "MSFC Security Procedural Requirements".

A.1 Slow moving vehicles are authorized to travel on roads with speed limits of 35 miles per hour or less.

A.2 Slow moving vehicles shall not be operated on Rideout or Martin roads. Exception: When crossing or when escorted from behind by a roadway-worthy vehicle with flashing lights or beacon. Rush hour traffic, generally 6:30 a.m. – 8:30 a.m., 11:00 a.m. – 1:15 p.m., and 3:30 p.m. – 5:30 p.m. on normal weekdays should be avoided.

A.3 Slow moving vehicles may be used on other roads within MSFC subject to the following conditions:

A.3.1 The vehicle shall display a triangular slow-moving vehicle emblem mounted on the rear as near as is practicable to the center and at an approximate height of not less than 3 feet or more than 5 feet above the ground level or pavement surface. The emblem shall be mounted so as to be entirely visible from the rear, day or night.

A.3.2 The vehicle shall have either red or amber flashing lights, or a red or amber flashing beacon operating, or an escort so equipped. Exception: When operated inside the 4700 fenced area, the East and West test area, or other areas where speed limit does not exceed 15 m.p.h.

A.4 Bicycles being used for work related activities shall not be operated on Rideout, Martin, Morris, Dodd or Neal roads. Exception: When crossing. Privately owned bicycles for personal use may be operated on any roadway at MSFC in accordance with State Law. In general, bicycle users shall stay on far right side of road or curb as practicable, obey normal traffic rules and wear a helmet. Make sure you are visible, particularly at night, a white headlight and a rear red light or reflector is required by law when bicycling at night. Using headphones while operating a bicycle is prohibited.

A.5 Mini-scooters shall comply with State Law to be used on any roadway at MSFC. In general the law requires they be equipped with headlights, reflectors, brakes, horn, pneumatic tires, rearview mirror, and muffler. The driver shall wear a helmet. Mini-scooters meeting these requirements shall comply with the rules for slow-moving vehicles.

A.6 Bicycles and mini-scooters shall not be operated on sidewalks or inside buildings at MSFC. Exception: Electric-powered units used by persons with physical disabilities. However, these electric-powered units shall not be operated on any roadway at MSFC.

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APPENDIX B

PERSONNEL TRAINING AND CERTIFICATION

Training shall be required in accordance with the personnel's job description/duties.
Certification in accordance with MWI 3410.1 shall be required for related job descriptions.
Personnel shall be licensed per State law and in accordance with the personnel's job description/duties.